



Budget and Gateway Overview and Training



Budget Process

- Prepare budget
- Advertise
- Public hearings
- County Council Review
- Adoption
- Submission to DLGF via Gateway
- DLGF certifies budget, rate, levy, and issues a final budget order on or before February 15



What to Bring to Budget Workshops

- Financial report or ledger totals for first six months expenditures broken down by fund.
- List of encumbrances.
- Cash balance as of June 30 for each fund.
- Any investments.
- Any Reduction Ordinances/Additional Appropriations done the first 6 months or planned for the second 6 months.
- Completed and totaled Form 1s for each fund.



What to Bring to Budget Workshops

- Completed Form 2s for each fund or Financial Report of revenues for estimating.
- Amortization Schedules.
- Confirmed public hearing and adoption dates along with times of each meeting.



Public Data Site & Logging In

INDIANA Gateway for government units



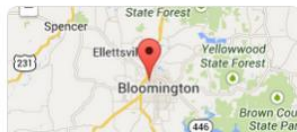
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An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

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Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

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Information
for Indiana

<https://gateway.ifionline.org>



Getting Started: Log-In



The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Login

If you need assistance logging in please select “Forgot your password” or email gateway@dlgf.in.gov.



Select Application

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Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts) and **IEERB** (Indiana Education Employment Relations Board).

Select Application



Budgets



Debt Management



Annual Financial
Report



SB 131 Reporting for
SWMDs



TIF Management



100R



Property Files Upload



Redevelopment



Collective Bargaining
Reporting



Other
Post-Employment
Benefits



Economic
Development
Reporting




CBR Contract Upload


Select
Budgets



Select Unit



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Department of
Local Government Finance

Select Unit

Select Unit from List

Currently Viewing Year: 2016

Previous years available
for your reference

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0417	Portland Civil City	City/Town	Jay

Select your unit name



Unit Main Menu

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for government units

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Department of Local Government Finance






Select Unit > Unit Main Menu

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Unit Main Menu - 0417 Portland Civil City, Jay Co.


Select from the options below to customize your unit's funds, departments, and/or publications.


Department of Local Government Finance Tasks

-  **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.
Click to add funds, depts, debts, or revenues
-  **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.
View forms
-  **County Council Review Worksheet**
Has Not Been Submitted
View and edit the worksheet for the selected unit. **Due September 1st**
Form Status and Due Date Displayed
-  **Submit Proof of Publication and Signed Form 4**
View, upload and submit budget-related documents to DLGF.
Upload Signed Form 4 and Proof of Publication
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2



Customize Unit

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[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Customize Funds/Depts./Rev.Codes/Debts Lists - Portland Civil City, Jay Co.

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists



Customize Funds List



Customize Departments List



Customize Departments by Fund List

View and cross-index departments by selected fund.



Customize Revenue Codes List

Select revenue codes for use within this unit's Form 2.



Customize Debts by Fund List

View and cross-index debts by selected fund.




Customize Funds


- Units should find funds from last year rolled into Gateway Funds List.
- Review funds that have rolled over and add/delete as necessary.








Customize Funds



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Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Funds**
Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Funds List - 0417 Portland Civil City, Jay Co.

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0061	Rainy Day	✗
0101	General	✗
0706	Local Road & Street	✗
0708	Motor Vehicle Highway	✗
1301	Park & Recreation	✗
1380	Park Bond	✗
2391	Cumulative Capital Development	✗
9501	Local Option Income Tax Public Safety	✗

Add a Fund

Add a New Home Ruled Fund



Customize Departments

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Departments List for Portland Civil City, Jay Co.

Department Code	Department Name	Remove Dept.
0041	Clerk-Treasurer (City/Town Units Only)	✗
0044	Mayor	✗
0069	City Council/Town Board (Common Council)	✗
0079	Plan Commission	✗
0248	City/Town Court (City Judge/Judge)	✗
0362	Fire Department	✗
0370	Police Department (Town Marshall)	✗

Add a New Department

Add a New Home Ruled Department

- Not all units are departmentalized.
- If applicable, departments rollover from the previous year.







Customize Departments by Fund List

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Departments by Fund](#)

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Customize Departments by Funds

Funds Descriptions	Edit Departments	Departments
0061 - RAINY DAY		0000 - NO DEPARTMENT
0101 - GENERAL		0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY) 0044 - MAYOR 0069 - CITY COUNCIL/TOWN BOARD (COMMON COUNCIL) 0079 - PLAN COMMISSION 0248 - CITY/TOWN COURT (CITY JUDGE/JUDGE)
0706 - LOCAL ROAD & STREET		0000 - NO DEPARTMENT
0708 - MOTOR VEHICLE HIGHWAY		0000 - NO DEPARTMENT

Click the “Pencil and Paper” Icon to link departments to each fund

- All fund/department linkages from last year with line items entered in Form 1, should have rolled over.
- Fund/departments linkages without line items entered on Form 1 may have been removed from the Customize Departments by Fund List.



Customize Departments by Fund List

Funds and departments (program accounts) need to be linked together in order to set up Forms 1 and 4A for departmentalized units.

Check boxes to link departments to the fund

Custom Departments by Fund

Selected Unit: 0417 Portland Civil City, Jay Co.

Selected Year: 2015

Available Departments:


☐ Check/Uncheck All

- ☒ 0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY)
- ☒ 0044 - MAYOR
- ☒ 0069 - CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)
- ☒ 0079 - PLAN COMMISSION
- ☒ 0248 - CITY/TOWN COURT (CITY JUDGE/JUDGE)
- ☐ 0362 - FIRE DEPARTMENT
- ☒ 0370 - POLICE DEPARTMENT (TOWN MARSHAL)

Click "Update Record" when finished




Customize Revenues by Funds



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Department of
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[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Revenue Codes](#)

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Customize Revenue Codes Lists to Funds

Click to
add
revenue →

Select revenue code category

Taxes And Intergovernmental

Licenses And Permits

Charges For Services

Fines, Forfeitures, And Fees

Other Receipts

+ ADD REVENUE CODE TO SELECTED CATEGORY

Delete	Specify Funds	Revenue Code and Description	Funds Receiving Revenue
		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Shares	0101 - GENERAL
		R105 - Local Option Income Tax (LOIT) for Levy Freeze	0101 - GENERAL 9501 - Local Option Income Tax Public Safety
		R108 - Other Taxes	0708 - MOTOR VEHICLE HIGHWAY
		R109 - ABC Excise Tax Distribution	0101 - GENERAL
		R111 - Cigarette Tax Distribution	0101 - GENERAL

Revenues rollover from the previous year



Customize Revenues by Funds

Revenue Codes and funds need to be linked to set up the Form 2.

Choose revenue code

Check boxes for funds receiving the revenue

Add Revenue Code to Selected Category Tab

1. Select Revenue Code from list:

R107 - Innkeepers Tax

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All

- ☐ 0061 - RAINY DAY
- ☒ 0101 - GENERAL
- ☒ 0706 - LOCAL ROAD & STREET
- ☒ 0708 - MOTOR VEHICLE HIGHWAY
- ☐ 1201 - PARK & RECREATION

Cancel Update Record

Click "Update Record" when finished



Customize Debts by Fund List

- Debt/Fund linkages should rollover from last year, unless they have been marked as retired.


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[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Debts by Fund**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
1380 - PARK BOND		Park Bond

Click the “Pencil and Paper” icon to link debts to the debt service fund.



Customize Debts by Fund List

Similar to departments and revenues, debts need to be linked to funds to set up the Debt Worksheet.

Check boxes for debts to be repaid from the selected fund

Customize Debts by Fund

Selected Unit: 0417 Portland Civil City, Jay Co.

Selected Year: 2015

Available Debts:

☐ Check/Uncheck All

☒ Park Bond

☐ Redevelopment District Tax Increment Revenue Bonds, Series 2007 B

☐ Redevelopment District Tax Increment Revenue Bonds, Series 2007 A

☐ Sewage Works Revenue Bonds of 2012, Series A (SRF)

☐ Fees

☒ Anticipated Debt Service


Cancel

Update Record

Click "Update Record" when finished




Budget Form Menu



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Click for User Guides

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Local Government Finance

Department of

Select Unit > Unit Main Menu > Budget Form Menu
Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Error Prevention Report



Click to review common errors.







View Workflow Groups



Click to review

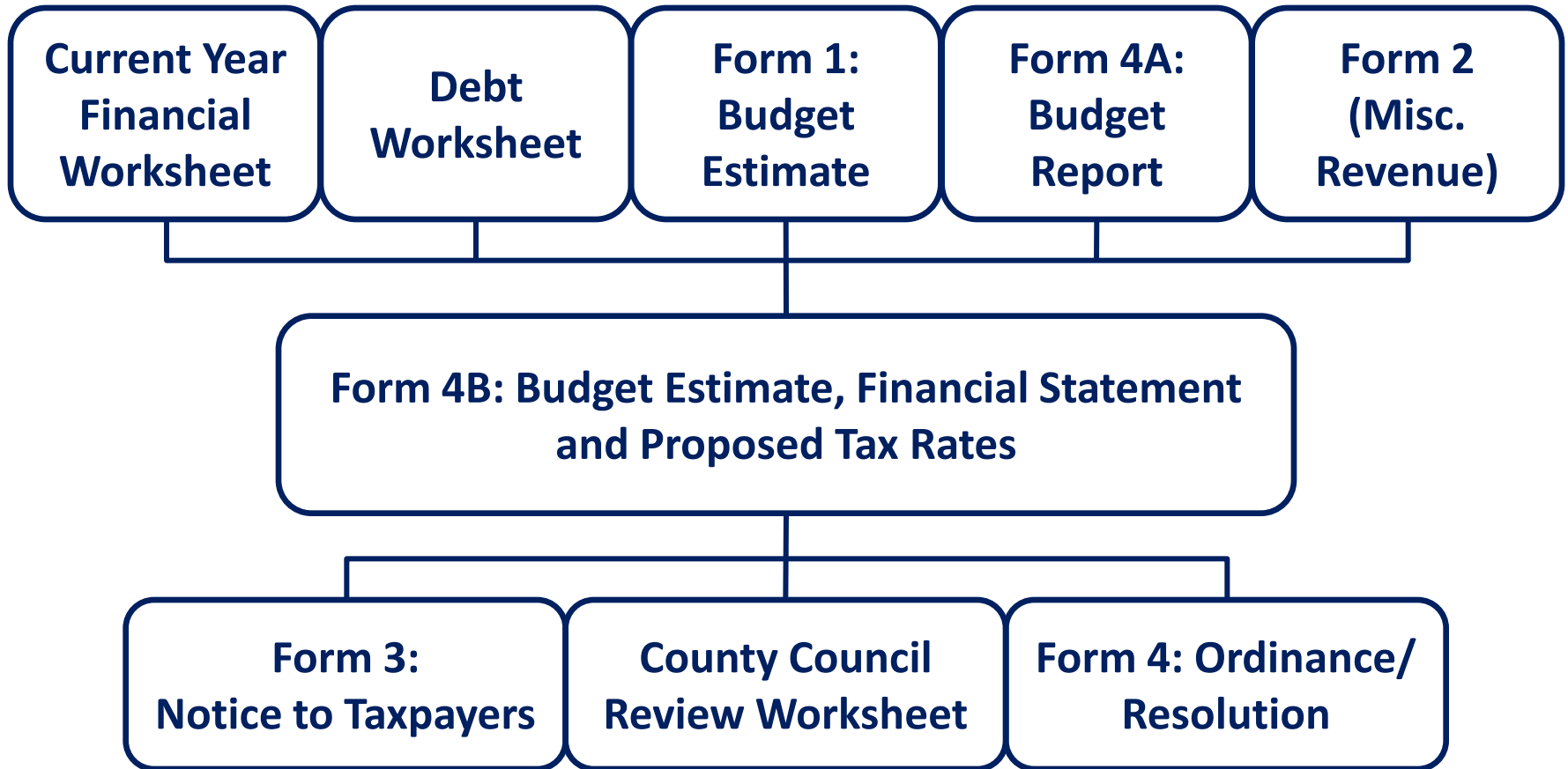
Click to View
Workflow Groups

Click to edit

Current Year Financial Worksheet: Additional Calculations for Form 4B	
 Click to edit form	 Not 'Ready to Submit'.
Debt Worksheet	
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	
1782 Recipients: Registration of 1782 Notice E-mail Recipients	



Budget Forms – Workflow Groups





Current Year Financial Worksheet

- CYFW – Shows snapshot of budget and financial standings as of June 30.
- Line 1 – Current year approved budget.
- Line 2 – Encumbrances (Appropriations brought forward to the current budget year).
 - Invoice
 - Contract
 - Purchase Order



Current Year Financial Worksheet

- Line 3 – Additional Appropriation/Reduction (Jan. thru June current year)
- Line 4 – Other Non-Appropriated Obligations
- Line 5 – Total of Lines 1 thru 4
 - Total Approved Appropriation
- Line 6 – Total expenditures per fund (Jan. thru June current year)
- Line 7 – Line 5 minus Line 6
 - Appropriation Balance



Current Year Financial Worksheet

- Line 8 – Reductions planned for July thru Dec. current year.
 - DLGF must receive signed Resolution/Ordinance.
- Line 9 – Total Line 7 minus 8
 - Estimated current year expenditures July thru Dec.

Line 9 amount will transfer from the Current Year Financial Worksheet to Line 2 of the Form 4B.



Current Year Financial Worksheet

- Line 10 – Proposed Additional Appropriations
July thru Dec.

Line 10 amount will transfer from the Current Year Financial Worksheet to Line 3 of the Form 4B.



Current Year Financial Worksheet

- Line 11 – Levy Excess not Transferred prior to June 30.
- Line 12 – Temporary Loans outstanding as of June 30 to be paid back by Dec. 31 of current year.
 - Need to know what Fund the loan came from.
- Line 13 – Total of Line 11 and 12
 - Total outstanding temporary loans as of June 30.

Line 13 amount will transfer from the Current Year Financial Worksheet to Line 4A of the Form 4B.



Current Year Financial Worksheet

- Line 14 – Temporary Loans outstanding as of June 30 that will not be paid back by Dec. 31 of current year.
 - Need to know what Fund the loan came from
 - Emergency declaration
 - Signed resolution/ordinance
 - Report to the DLGF and SBOA

Line 14 amount will transfer from the Current Year Financial Worksheet to line 4B of the Form 4B.



Current Year Financial Worksheet

- Line 15 – Cash Balance as of June 30 current year.
 - Cash on hand
 - Investments

Line 15 amount will transfer from the Current Year Financial Worksheet to Line 6 of the Form 4B.



Current Year Financial Worksheet

- Line 16 – Taxes to be received from December Settlement.
 - Certified levy minus June tax settlement.
 - Circuit Breaker not taken into consideration
 - Information taken from the county auditor's certificate.

Line 16 amount will transfer from the Current Year Financial Worksheet to Line 7 of the Form 4B.



Current Year Financial Worksheet

Formerly called
"Line 2 Worksheet"

Select Fund:

0101 - GENERAL

Select Fund

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 3,239,398
2. Encumbrances Brought Forward	\$ 62,299
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ 0
b) Reductions January through June	\$ 0
4. Other Non-Appropriated Obligations	\$ 0
5. Total Approved Appropriations	\$ 3,301,697
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ 1,451,410
7. Appropriation Balance	\$ 1,850,287
8. Reductions July through December	\$ 0
9. Estimated Current Year Expenditures July through December	\$ 1,850,287
Line 3	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
Line 4A	
11. Levy excess not transferred prior to June 30	\$ 0
12. Temporary Loans outstanding as of June 30 What fund loaned the cash on Line 12?	\$ 0
13. Temporary loans not included in Lines 2 or 3	\$ 0
Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year What fund loaned the cash on Line 14?	\$ 0
Line 6	
15. June 30 Cash Balance, including investments	\$ 1376872
Line 7	
16. Taxes to be collected, present year (December settlement)	\$ 677417

Enter data and
save

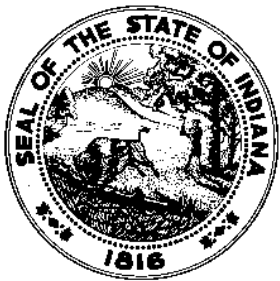
Form values saved at 01:42 PM and 38 seconds.

SAVE




Debt Worksheet

- Debt Worksheet captures the payments needing to be made in a 2 year period.
 - Last 6 months of current year (July thru Dec.).
 - All the ensuing budget year.
 - First 6 months of the following year (Jan. thru June).
- Amortization schedules will be used to verify payments.
 - Trustee/bank fees should be added to the debt worksheet if they are to be paid from the debt service fund.




Debt Worksheet



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Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

 [Click Here for Print/View Options](#)

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DEBT WORKSHEET

Selected Year: 2015
Selected County: Jay County
Selected Unit: Portland Civil City
Select Fund:

1380 - PARK BOND

Select fund

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
Park Bond		\$		\$		\$
Anticipated Debt Service		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 0		\$ 0		\$ 0
TOTALS BY UNIT		\$ 0		\$ 0		\$ 0

Click on the debt name



Debt Worksheet

DEBT WORKSHEET DATA ENTRY

Selected Year: 2015

Selected County: Jay County

Selected Unit: Portland Civil City

Selected Fund: 1380 Park Bond

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Selected Debt: Park Bond

Click Here to Refresh All Values from Debt Management
(WARNING: All item selections will be removed on data update)

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2015 to 12/31/2015	Line 1 01/01/2016 to 12/31/2016	Line 11 01/01/2017 to 12/31/2017
1/15/2014	90,608			90,608	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2014	30,008			29,258	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2015	90,008			90,008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2015	29,258			30,008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2016	89,258			89,258	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/15/2016	28,448			28,448	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/15/2017	98,448			98,448	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/15/2017	27,398			27,398	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1/15/2018	97,398			97,398	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2018	26,278			26,278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2019	101,278			101,278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 30,008	\$ 119,266	\$ 89,258
TOTALS BY FUND					\$ 30,008	\$ 119,266	\$ 89,258
TOTALS BY UNIT					\$ 30,008	\$ 119,266	\$ 89,258

Select payments for each time period by checking boxes

Save


Form values saved at 04:18 PM and 32 seconds



SAVE



Debt Worksheet

 [Click Here for Print/View Options](#)

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DEBT WORKSHEET

Selected Year: 2015

Selected County: Jay County

Selected Unit: Portland Civil City

Select Fund:

1380 - PARK BOND

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
Park Bond	07/15/2014	\$ 30,008	07/15/2015	\$ 119,266	01/15/2016	\$ 89,258
Anticipated Debt Service		\$ 0		\$ 60,000		\$ 78,000
TOTALS BY FUND		\$ 30,008		\$ 179,266		\$ 117,258
TOTALS BY UNIT		\$ 30,008		\$ 179,266		\$ 117,258

Selected payments are populating each time period



Budget Form 1

- Budget Form 1 – Budget Estimate
 - Form 1 is divided into six categories:
 - 1) Personal services
 - 2) Supplies
 - 3) Other services and charges
 - 4) Capital outlays
 - 5) Township assistance (Townships only)
 - 6) Debt service



Budget Form 1

- Details appropriations by fund and classification.
- Each fund has its own Form 1.
- The departments within a fund will have a separate Form 1.

“Totals by Category” both Published and Adopted Amounts will transfer from Form 1 to Form 4A into the individual categories for each department within fund.

“Totals by Fund” both Published and Adopted Amounts will transfer from Form 1 to Form 4A to Line 1 of the Form 4B.



Budget Form 1: Budget Estimate

Click Here for Print/View Options

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Approved by State Board of Accounts

BUDGET ESTIMATE FOR

Budget Form No. 1

Select Fund:

0101 - GENERAL

Select Department:

0370 POLICE DEPARTMENT (TOWN MARSHALL)

Select fund & department

Copy ALL Published Amounts
for ALL Funds

Choose expenditure category

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
✗	Salaries and Wages	111	Police Regular Wage	\$	\$
✗	Salaries and Wages	111-1	Radio Operators Reg	\$	\$
✗	Salaries and Wages	112	Police Part-time	\$	\$
✗	Salaries and Wages	112-1	Radio Op Part-time	\$	\$
✗	Other Personal Services	120	Applicant's Exams	\$	\$
✗	Other Personal Services	154	Clothing Allowance	\$	\$
+ ADD	Salaries And Wages			\$	\$

COPY



Budget Form 1: Saving Amounts

Click Here for Print/View Options

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BUDGET ESTIMATE FOR

Copy ALL Published Amounts
for ALL Funds

Select Fund:

0101 - GENERAL

Select Department:

0370 POLICE DEPARTMENT (TOWN MARSHALL)

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
X	Communication and Transportation	321	Communication & Trai	\$ 35,000	\$
X	Utility Services	322	Utility Services	\$ 10,000	\$
X	Printing and Advertising	324	Printing & Advertising	\$ 600	\$
X	Repairs and Maintenance	325	Repairs & Maintenan	\$ 35,000	\$
X	Professional Services	326	Other Contractual Ser	\$ 10,000	\$
+ ADD	Professional Services			\$	\$
TOTALS BY CATEGORY				Total: \$ 90,600	Total: \$ 0
TOTALS BY DEPT BY FUND				Total: \$ 945,611	Total: \$ 0
TOTALS BY FUND				Total: \$ 3,508,834	Total: \$ 0


SAVE


Enter published amounts

Click "Save" after entering your amounts




Budget Form 1: Adding Line Items

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BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

0370 POLICE DEPARTMENT (TOWN MARSHALL)

[Copy ALL Published Amounts
for ALL Funds](#)

Select your sub-category, enter a line item code, description and amount

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
+ ADD	Machinery, Equipment, And Vehicle	472	Dispatch Radio	\$ 6700	\$
TOTALS BY DEPT BY FUND				Total: \$ 945,611	Total: \$ 0
TOTALS BY FUND				Total: \$ 3,508,834	Total: \$ 0
TOTALS BY UNIT				Total: \$ 4,978,466	Total: \$ 0

Click “+ ADD” button after entering your
new line item



Budget Form 1: Exporting/Printing

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Department of
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Click Here for Print/View Options

[Print/View Form 1 for Selected Fund in All Formats](#)
[Print/View Form 1 for All Funds for Selected Unit in All Formats](#)

Form 1 can be exported by the selected fund or all

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Approved by State Board of Accounts

BUDGET ESTIMATE FOR

Select Fund:
6301 - TRANSPORTATION

Select Department:
2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	
Delete	Sub-Category	Line Item Code	Description	Published Amount		Adopted Amount
✗	Operating Supplies	27010	Transportation supplies	\$ 3,000		\$
✗	Operating Supplies	27300	Fuel	\$ 100,000	COPY	\$
✗	Repair and Maintenance Supplies	27300	Bus Maint supplies	\$ 80,000		\$
+ ADD	Office Supplies			\$		\$
TOTALS BY CATEGORY				Total: \$ 183,000		Total: \$ 0
TOTALS BY DEPT BY FUND				Total: \$ 183,000		Total: \$ 0
TOTALS BY FUND				Total: \$ 183,000		Total: \$ 0



Exporting/Printing the Form 1

1 of 1 Find | Next

Prescribed by the Department of Local Government
Finance Approved by the State Board of Accounts

Budget Form 1 - Budget Estimate
Year: 2014 County: Jay Unit: Portland Civil City

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

**Form 1 can be exported into
Excel and other formats**

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Salaries and Wages	111	Regular Salary	\$27,455	\$27,455
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	113	OASI	\$61,000	\$61,000
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	114	PERF	\$234,960	\$234,960
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	115	Unemployment	\$17,000	\$17,000
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	116	Insurance	\$395,875	\$395,875
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	117	Workman's Compensation	\$51,000	\$51,000
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	PERSONAL SERVICES	Employee Benefits	119	Medicare	\$27,000	\$27,000
PERSONAL SERVICES Total						\$814,290	\$814,290
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	SUPPLIES	Office Supplies	236	Office Supplies	\$5,000	\$5,000
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	SUPPLIES	Other Supplies	237	Other Supplies	\$1,000	\$1,000
SUPPLIES Total						\$6,000	\$6,000
0101 - GENERAL	CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)	SERVICES AND CHARGES	Professional Services	326	Other Contractual Services	\$92,000	\$92,000



Budget Form 1: Budget Estimate

All published amounts, for all funds, can now be easily copied to the adopted column.

BUDGET ESTIMATE FOR


Select Fund:
1301 - PARK & RECREATION

Select Department:
0000 NO DEPARTMENT

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
✗	Operating Supplies	232	Gas	\$ 10,000	\$ 10,000
✗	Operating Supplies	235	Pool Supplies	\$ 20,000	\$ 20,000
✗	Office Supplies	236	Office Supplies	\$ 300	\$ 300
✗	Other Supplies	237	Other Supplies	\$ 3,500	\$ 3,500
+ ADD	Office Supplies			\$	\$
TOTALS BY CATEGORY				Total: \$ 33,800	Total: \$ 33,800
TOTALS BY DEPT BY FUND				Total: \$ 295,500	Total: \$ 295,500
TOTALS BY FUND				Total: \$ 295,500	Total: \$ 295,500
TOTALS BY UNIT				Total: \$ 4,961,966	Total: \$ 4,961,966

Form values saved at 03:53 PM and 16 seconds.  SAVE



Budget Form 4A

- Budget Form 4A – Summary of Form 1
 - Lists appropriations by fund
 - If fund is departmentalized, lists appropriations by department within the fund.
- Two columns:
 - Original advertised budget
 - Adopted budget

Form 4A amounts are transferred from Form 1.



Budget Form 4A

Budget Report

Click to pull all data from Form 1

Click to Insert All Unit Amounts From Form 1

Select Fund:

0101 - GENERAL

Select Department:

0069 CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)

DEPARTMENT: 0069 CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)

	Published Amount		Adopted Amount
PERSONAL SERVICES	\$ 1,310,434		\$ 1,310,434
SUPPLIES	\$ 6,000		\$ 6,000
OTHER SERVICES AND CHARGES	\$ 488,500		\$ 488,500
CAPITAL OUTLAY	\$ 40,000		\$ 40,000
DEBT SERVICE	\$ 0		\$ 0
TOTAL	\$ 1,844,934		\$ 1,844,934

Totals by Fund Published Amount Total: \$ 3,492,334 Adopted Amount Total: \$ 3,492,334

Totals by Unit Published Amount Total: \$ 4,961,966 Adopted Amount Total: \$ 4,961,966

Form values saved at 04:14 PM and 53 seconds.

Double check the totals



Budget Form 2

- Budget Form 2 – Estimate of Miscellaneous Revenue
 - Accounts for revenue other than property taxes.
 - Each fund has its own Form 2.



Budget Form 2

- Column A is for revenue to be received July 1 to Dec. 31 of the current year.

Column A amount will transfer from the Form 2 to Line 8A of the Form 4B.

- Column B is for revenue to be received Jan 1 to Dec. 31 of the ensuing budget year.

Column B amount will transfer from the Form 2 to Line 8B of the Form 4B.



Form 2: Estimate of Misc. Revenues

Click Here for Print/View Options

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:

0101 - GENERAL

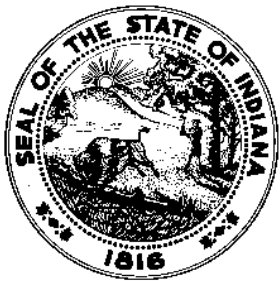
Select fund

Select Category Tab

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2015	Jan 1 to Dec 31, 2016			
R102	County Adjusted Gross Income Tax (CAGIT) Certified Shares	\$	\$			
R105	Local Option Income Tax (LOIT) for Levy Freeze	\$				
R107	Innkeepers Tax	\$	\$			
R109	Alcoholic Beverage/Liquor Excise Tax Distribution	\$	\$			
R111	Cigarette Tax Distribution	\$	\$			
R112	Financial Institution Tax distribution	\$	\$			
R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$	\$			
R123	County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit	\$				

Choose revenue category

Revenues can be added/deleted in "Customize Revenue"



Form 2: Saving Amounts

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:

0101 - GENERAL

Select Category Tab

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2015	Jan 1 to Dec 31, 2016			
R203	Planning, Zoning, and Building Permits and Fees	\$ 10,000	\$ 20,000			
R210	Cable TV Licenses	\$ 22,000	\$ 40,000			
TOTALS BY CATEGORY		Total: \$ 32,000	Total: \$ 60,000			
TOTALS BY FUND		Total: \$ 32,000	Total: \$ 60,000			
TOTALS BY UNIT		Total: \$ 32,000	Total: \$ 60,000			

Form values saved at 04:12 PM and 37 seconds.

[SAVE](#)

Enter amounts for both time periods

Click "Save" after entering amounts



Budget Form 4B

- Budget Form 4B – Financial Statement
 - Also known as the “16 Line Statement” or the “Fund Report”
- Shows financial snapshot for an 18-month period.
- Provides estimated levy and tax rate per fund.



Budget Form 4B

- Budget Form 4B – Financial Statement
 - Two columns:
 1. Advertised – Reflects budget, rate, and levy as prepared by the fiscal officer.
 2. Adopted – Reflects budget, rate, and levy as approved by the fiscal body.
- Each fund appropriated or fund with a tax rate and levy will have a Form 4B.



Budget Form 4B

- Line 1 – Budget Estimate for Ensuing Year

*Line 1 amount should transfer from Form 4A
“Totals by Funds”.*

- Line 2 – Approved Expenditures remaining for the last 6 months of the current year.

*Line 2 amount should transfer from Line 9 of
the Current Year Financial Worksheet.*



Budget Form 4B

- Line 3 – Additional Appropriations between July 1 and Dec. 31 of current year.
 - Estimated by taxing unit.
 - If Line 2 is not sufficient to cover expenses from July 1 to Dec. 31, an amount necessary to cover expenses should be entered on Line 3.
 - This amount is subject to DLGF approval.
- Line 3 amount should transfer from Line 10 of the Current Year Financial Worksheet.*



Budget Form 4B

- Lines 4A – Temporary Loans to be Paid back by Dec. 31 current year.

Line 4A amount should transfer from Line 13 of the Current Year Financial Worksheet.

- Line 4B – Temporary Loans to be Paid back by June 30 ensuing year.

Line 4B amount should transfer from Line 14 of the Current Year Financial Worksheet.



Budget Form 4B

- Line 5 – Total Expenditures for an 18 month period (July 1 current year thru Dec. 31 ensuing year).
 - Line 5 is the total of Lines 1 through 4B.
 - Line will automatically populate upon saving.



Budget Form 4B

- Line 6 – Actual cash balance as of June 30 current year.
 - Actual cash balance along with investments; NOT to be estimated.

Line 6 amount should transfer from Line 15 of the Current Year Financial Worksheet.



Budget Form 4B

- Line 7 – Property Tax to be collected (December Settlement)

Line 7 amount should transfer from Line 16 of the Current Year Financial Worksheet.



Budget Form 4B

- Line 8A – Estimate of Revenues to be collected the last half of current year (July 1 thru Dec. 31).

Line 8A amount should transfer from Column A Total of Form 2.



Budget Form 4B

- Line 8B – Estimate of Revenues to be collected for the entire ensuing year (Jan 1 thru Dec 31).

Line 8B amount should transfer from Column B Total of Form 2.



Budget Form 4B

- Line 9 – Total Revenues for an 18 month period (July 1 current year thru Dec. 31 ensuing year).
 - Line 9 is the total of Lines 6 through 8B.
 - Line will automatically populate upon saving.



Budget Form 4B

- Line 10 – Difference between Expenditures and Revenues for the 18 month period.
 - Line 5 minus Line 9.
 - Shows property taxes needed to fund the ensuing year's budget.
 - Can be a negative number.



Budget Form 4B

- Line 11 – Operating Balance
 - Amount needed to maintain cash flow.
 - Property tax dollars needed to operate for six month less miscellaneous revenue.
 - Can never be a negative number.



Budget Form 4B

- Line 12 – Amount to be raised by Property Taxes
 - Lines 12 through 17 apply to funds with property taxes only.
 - Add Lines 10 and 11 to get Line 12.



Budget Form 4B

- Line 13A – Property Tax Replacement Credit (PTRC)
 - Applies only to counties that have adopted County Adjusted Gross Income Tax (CAGIT).
 - Replacement credit required for levy reduction.
 - Amounts will be provided to the county auditor by the DLGF.



Budget Form 4B

- Line 13B – Operating LOIT
 - Applies only to counties that have adopted Local Option Income Tax Levy Freeze (LOIT Levy Freeze).
 - Replacement credit required for levy reduction.
 - Amounts will be provided to the county auditor by the DLGF.



Budget Form 4B

- Line 14 – Net Amount to be Raised by Tax Levy
 - Line 12 minus Lines 13A and 13B.
 - Compare to the maximum levy.
 - In COIT and Non-Levy Freeze counties, Line 14 will equal Line 12.



Budget Form 4B

- Line 15 – Levy Excess
 - Taxes collected in prior year that are in excess of 100% of certified levy.
 - Credit applied to reduce property taxes levied for the ensuing year.
 - If a unit applies a value on Line 15, the unit should ensure that advertised and adopted levies are still sufficiently high to meet needs.



Budget Form 4B

- Line 16 – Net Amount of Property Tax to be Raised
 - Amount of property tax needed
 - Same as Line 14 when no levy excess
- Line 17 – Net Tax Rate
 - Tax rate based on each \$100 of assessed value
 - Rates are shown to 4 decimal places (example - \$0.0100)
 - Line 16 divided by NAV/100
 - Compare to current tax rates



Budget Form 4B

Select fund

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE



Select Fund:

0101 - GENERAL

Click to Copy All
Published Amounts to
Adopted for All Funds


The selected fund does not currently have data in both published and adopted columns.
Form 4B requires data in both published and adopted columns for all funds before it can be marked 'Ready to Submit'.

Net Assessed Value \$ 175,000,000		
	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$	\$
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$	\$

Enter Net Assessed Value for fund



Budget Form 4B

 Net Assessed Value \$ 175,000,000














**Pull data from
other forms**

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts




Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts



Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
1. Total budget estimate for incoming year 	\$ 3,492,334		\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 2,081,641		\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0		\$ 0
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3 	\$ 0		\$ 0
b). Not repaid by December 31 of present year 	\$ 0		\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) 	\$ 5,573,975		\$ 0
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy			
	Published Amount		Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments) 	\$ 1,924,370		\$ 0
7. Taxes to be collected, present year (December settlement)	\$ 716,446		\$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):			
a). Total Column A Budget Form 2 	\$ 632,255		\$ 0
b). Total Column B Budget Form 2 	\$ 983,104		\$ 0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b) 	\$ 4,256,175		\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) 	\$ 1,317,800		\$ 0



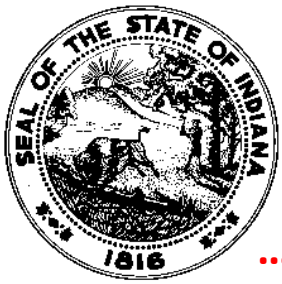
Budget Form 4B

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) ⓘ	\$ 1,317,800		\$ 0
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator ⓘ			
Proposed Tax Rate and Levy		Published Amount	Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) ⓘ <small>NOTE: Enter Lines 13a, 13b and 18 then press 'Save' button to calculate this value.</small>	\$ 250,000		\$ 0
12. Amount to be raised by tax levy (add lines 10 and 11) ⓘ	\$ 1,567,800		\$ 0
13a. Property Tax Replacement Credit from Local Option Tax ⓘ	\$ 0		\$ 0
13b. Operating LOIT ⓘ	\$ 0		\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) ⓘ	\$ 1,567,800		\$ 0
15. Levy Excess Fund applied to current budget ⓘ	\$ 0		\$ 0
16. Net amount to be raised ⓘ	\$ 1,567,800		\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property ⓘ	0.8959		0.0000

Form values saved at 08:06 AM and 09 seconds

Save/Calculate

**Manually enter data in
lines 11-17 and save...**



Budget Form 4B

...or have the Gateway Calculator help!

Enter the selected field and save

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 1,317,800		\$ 0
<input type="radio"/> I want to make my own calculations for this Form 4B	<input type="radio"/> Enter Operating Bal. (Fill line 11)		<input type="radio"/> Enter Operating Bal. (Fill line 11)
<input checked="" type="radio"/> I want to use the Gateway Calculator	<input checked="" type="radio"/> Enter Levy (Fill line 16)		<input type="radio"/> Enter Levy (Fill line 16)
<input checked="" type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Rate (Fill line 17)		<input type="radio"/> Enter Rate (Fill line 17)
Proposed Tax Rate and Levy	Published Amount		Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) NOTE: Enter Lines 13a, 13b and 16 then press "Save" button to calculate this value.	\$ <input type="text"/>		\$ 0 <input type="text"/>
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ <input type="text"/>		\$ 0 <input type="text"/>
13a. Property Tax Replacement Credit from Local Option Tax	\$ <input type="text"/>		\$ 0 <input type="text"/>
13b. Operating LOIT	\$ <input type="text"/>		\$ 0 <input type="text"/>
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ <input type="text"/>		\$ 0 <input type="text"/>
15. Levy Excess Fund applied to current budget	\$ <input type="text"/>		\$ 0 <input type="text"/>
16. Net amount to be raised	\$ 1567800 <input type="text"/>		\$ 0 <input type="text"/>
17. Net Tax Rate on each one hundred dollars of taxable property	<input type="text"/>		0.0000 <input type="text"/>

Copy

Save/Calculate



Budget Form 4B

All advertised amounts for all funds can now be copied to the adopted column with a single click!

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE 


Select Fund:

0101 - GENERAL

This fund has data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all funds before it can be marked 'Ready to Submit'.

Click to Copy All
Published Amounts to
Adopted for All Funds

 Net Assessed Value \$ 175,000,000

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts










Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts



Funds Required For Expenses To December 31st Of Incoming Year

Published Amount

Adopted Amount

1. Total budget estimate for incoming year 	\$ 3,492,334		\$ 3,492,334
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 2,081,641		\$ 2,081,641
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0		\$ 0
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3 	\$ 0		\$ 0
b). Not repaid by December 31 of present year 	\$ 0		\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) 	\$ 5,573,975		\$ 5,573,975



Budget Form 3

- Budget Form 3 – Notice to Taxpayers
 - Advertised online at least 10 days before public hearing.
 - No later than September 13.
 - At least 10 days between public hearing and adoption.
 - The fiscal body of the political subdivision must adopt with its budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. Failure to do so may jeopardize approval of the unit's proposed budgets, rates, and levies.



Budget Form 3

- Deadlines
 - Notice advertised online no later than Sept. 13.
 - Public Hearing no later than Oct. 22.
 - Adoption Meeting no later than Nov. 1.
 - Dates subject to change due to non-business days. Review the annual budget calendar for official dates.
- Required Information to be published
 - Date, time, and location of public hearing and adoption meeting.
 - Fund name, budget estimate, fund levy, excessive levy appeal, and current fund levy.



Budget Form 3

- Question to be answered when completing the Form 3:
 - Has the territory of the unit changed?
 - Annexations
 - Extensions of Services
 - This question will impact how the unit is handled for the purposes of online ads.



Budget Form 3

Online advertising

NOTICE TO TAXPAYERS

The Notice to Taxpayers are available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at [\[No Unit Office Location Entered\]](#). For taxes due and payable in 2016, notices will not be printed in the newspaper.

Notice is hereby given to taxpayers of [Portland Civil City, Jay County](#), Indiana that the proper officers of [\[No Name of Adopting Unit Entered\]](#) will conduct a public hearing on the year [2015](#) budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of [\[No Name of Adopting Unit Entered\]](#) not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, [\[No Name of Adopting Unit Entered\]](#) shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of [\[No Name of Adopting Unit Entered\]](#) will meet to adopt the following budget:

Fill in Hearing Info

Click to fill in paragraph values

Date of Public Hearing	[No Public Hearing Date Entered]
Time of Public Hearing	[No Public Hearing Time Entered]
Public Hearing Place	[No Public Hearing Location Entered]

Date of Adoption Meeting	[No Adoption Meeting Date Entered]
Time of Adoption Meeting	[No Adoption Meeting Time Entered]
Adoption Meeting Place	[No Adoption Meeting Location Entered]

Estimated Civil Max Levy	[No Estimated Max. Levy Entered]
--------------------------	--



Budget Form 3

Fill in paragraph values

Your Budget Field Representative may be able to assist with obtaining maximum levies

Question for online advertising

Unit Info

Office Location: 101 North Main St. Portla

Adopting Unit Name: N/A

Public Hearing Info

Hearing Location: 101 North Main St. Portla

Hearing Date: 07/17/2014

Hearing Time: 7:00 PM

Adoption Meeting Info

Meeting Location: 101 North Main St. Portla

Meeting Date: 10/15/2014

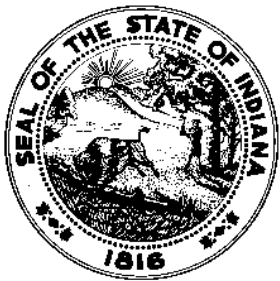
Meeting Time: 7:00 PM

Estimated Civil Max Levy: \$ 2,846,512

Have the unit's territorial boundaries changed in the last year? ☐

Cancel Update Record

Click "Update Record" when finished



Budget Form 3

NOTICE TO TAXPAYERS

The Notice to Taxpayers are available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 101 North Main St. Portland, IN. For taxes due and payable in 2016, notices will not be printed in the newspaper.

Notice is hereby given to taxpayers of Portland Civil City, Jay County, Indiana that the proper officers of Portland Civil City will conduct a public hearing on the year 2015 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Portland Civil City not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Portland Civil City shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Portland Civil City will meet to adopt the following budget:

Fill in Hearing Info

Date of Public Hearing	Thursday, July 17 2014
Time of Public Hearing	7:00 PM
Public Hearing Place	101 North Main St. Portland, IN

Date of Adoption Meeting	Wednesday, October 15 2014
Time of Adoption Meeting	7:00 PM
Adoption Meeting Place	101 North Main St. Portland, IN

Estimated Civil Max Levy	\$ 2,846,512
--------------------------	--------------

Paragraph values are now completed



Budget Form 3

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
	Click Here to Insert Form 4b published amounts ↓	Click Here to Insert Form 4b published amounts ↓		
0061-RAINY DAY	\$ 0	\$ 0	\$ 0	0
0101-GENERAL	\$ 0	\$ 0	\$ 0	1,493,847
0706-LOCAL ROAD & STREET	\$ 0	\$ 0	\$ 0	0
0708-MOTOR VEHICLE HIGHWAY	\$ 0	\$ 0	\$ 0	808,693
1301-PARK & RECREATION	\$ 0	\$ 0	\$ 0	224,520
1380-PARK BOND	\$ 0	\$ 0	\$ 0	149,469
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$ 0	\$ 0	\$ 0	78,424
9501-Local Option Income Tax Public Safety	\$ 0	\$ 0	\$ 0	0
Totals:	Total: \$ 0	Total: \$ 0	Total: \$ 0	Total: \$ 2,754,953

Pull from Form 4B or enter data manually

Save



Budget Form 3

0706-LOCAL ROAD & STREET	\$ 29,250	\$ 0	\$ 0	0
0708-MOTOR VEHICLE HIGHWAY	\$ 992,385	\$ 808,884	\$ 0	808,693
1301-PARK & RECREATION	\$ 295,300	\$ 224,701	\$ 0	224,520
1380-PARK BOND	\$ 179,266	\$ 149,469	\$ 0	149,469
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$ 150,000	\$ 87,500	\$ 0	78,424
9501-Local Option Income Tax Public Safety	\$ 235,000	\$ 0	\$ 0	0
Totals:	Total: \$ 5,473,535	Total: \$ 2,838,354	Total: \$ 0	Total: \$ 2,754,953

Form values saved at 09:06 AM and 50 seconds. [Save](#)

Click to preview
online advertisement

[Preview my Online Public Notice to Taxpayers](#)

No Notices submitted or archived.


☒ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.


Mark as
"Ready to Submit"



Error Prevention Report



INDIANA
Gateway
for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#)

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

[Error Prevention Report](#)











Click to review **common** errors.

[View Workflow Groups](#)



Click to review

Click to view the
Error Prevention
Report

Current Year Financial Worksheet: Additional Calculations for Form 4B		
<input checked="" type="checkbox"/> Click to edit form		 Not 'Ready to Submit'.
Debt Worksheet		
Form 1: Budget Estimate		
Form 2: Estimate of Miscellaneous Revenues		
Form 3: Notice to Taxpayers		
Form 4: Ordinance / Resolution of Appropriations and Tax Rates		
Form 4A: Budget Report		
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate		
1782 Recipients: Registration of 1782 Notice E-mail Recipients		



Error Prevention Report



[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Error Prevention Report**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Selected Year: 2015

Selected County: 38 - Jay County

Selected Unit: Portland Civil City

[Click Here for Print/View Options for entire unit](#)

Printable
Error Report!

Click to view the
affected funds

Now checks for errors
automatically!



Error Prevention Report

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from the list. **This tool will not find all possible mistakes, but is designed to catch the most common ones.** For assistance resolving these issues, please contact the DLGF at gateway@dlgf.in.gov or 317-232-3777.


Some errors will appear if the forms are not yet complete.

~~Run Audit~~

Form / Error #	Error	Details	Funds Affected
CYFW / 29	Line 16 does not equal Line 7, published column, Form 4B.	Line 16 "Taxes to be collected, present year (December settlement)" on the Current Year Financial Worksheet does not equal Line 7 "Taxes to be collected, present year (December settlement)" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
F2 / 9	Col. A fund total does not equal Line 8a, published column, Form 4B.	Revenues July 1 - December 31, 2013 reported in Column A of the Form 2 do not equal Line 8a in the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
F2 / 11	Col. B fund total does not equal Line 8b, published column, Form 4B.	Revenues January 1 - December 31, 2014 reported in Column B of the Form 2 do not equal Line 8b in the published column of the Form 4B. Please check the following funds.	1 fund(s) affected



Error Prevention Report

 **Error Prevention Report**

Please take t removed from as

Funds with Errors:
0101: GENERAL | CYFW Line 9: 1850287 | Form4B Published: 1896260

Done

Some errors will appear if the forms are not yet complete.

Run Error Audit

n / r #	Error	Details	Funds Affected
---------	-------	---------	----------------

- Please check for errors before:
 - Advertising
 - Submitting the County Council Review Worksheet
 - Adopting
 - Submitting



Budget Form 3

Must be submitted at least 10 days before the public hearing, but no later than September 13.

Current Year Financial Worksheet: Additional Calculations for Form 4B	⚠
Debt Worksheet	⚠
Form 1: Budget Estimate	⚠
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	⚠

Click to edit form	Click to submit completed form to DLGF
--------------------	--

Submit to fulfill online advertising

Form 3: Notice to Taxpayers	✓
-----------------------------	---

Click to view form	<input checked="" type="checkbox"/> This form has been submitted.
--------------------	---



County Council Review

- County Council is required to review and issue a recommendation for civil taxing units' proposed budgets, levies, and rates for those units not subject to binding adoption.
- County Council is required to review school corporations' proposed levies and rates for those schools not subject to binding adoption.
- Units subject to county council review must submit the County Council Review Worksheet in Gateway no later than September 1.



County Council Review

- Units with elected fiscal bodies are subject to county council review. See next slide for library exception.
- Solid Waste Districts, Conservancy Districts with appointed boards, Airport Authorities, Fire Districts, School Corporations, and other units that have appointed boards must have budgets, levies, and rates adopted by fiscal body.



County Council Review

- If a library unit has a non-elected board and the budget increases more than the state growth quotient, the library's budgets, levies, and rates must be adopted by an appropriate fiscal body.
- If a library unit has a non-elected board and the budget does not increase more than the state growth quotient, the library board does the budget adoption and county council will issue a non-binding recommendation.



County Council Review

- If the taxing unit fails to submit a budget for county council review, the unit is held to previous year's budgets and tax levies
- If county council fails to complete the review and/or issue a recommendation (as applicable), the county budgets are held to the lesser of the previous year's budgets, rates, and levies or the proposed budgets, rates, and levies.



County Council Review Worksheet

County Council Review Worksheet Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

Click to pull in
values from
Form 4B

	2012 Pay 2013	2013 Pay 2014
State Growth Quotient:	2.63	0.00
County Growth Quotient:	1.40	0.00

Or manually enter
amounts

Copy All Fund Data From Form 4B

CNAV

Fund Code	Fund Name	2012 pay 2013 Certified NAV	2013 pay 2014 Certified NAV Estimates	NAV % Change	Action
0061	RAINY DAY	\$367,659,097	\$323,540,005	-12.00%	Edit
0101	GENERAL	\$367,659,097	\$323,540,005	-12.00%	Edit
0180	DEBT SERVICE	\$367,659,097	\$323,540,005	-12.00%	Edit
1214	CAPITAL PROJECTS (School)	\$367,659,097	\$362,144,210	-1.50%	Edit
6301	TRANSPORTATION	\$367,659,097	\$323,540,005	-12.00%	Edit
6302	BUS REPLACEMENT	\$367,659,097	\$323,540,005	-12.00%	Edit

☒ Budget ☐ Levy ☐ Rate

Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change, 2013-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$200,000	\$200,000	0.00%	-2.60%	-2.20%	Edit
0101	GENERAL	\$6,900,000	\$7,200,000	4.35%	1.75%	2.15%	Edit
0180	DEBT SERVICE	\$1,065,089	\$1,118,953	5.06%	2.46%	2.86%	Edit
1214	CAPITAL PROJECTS (School)	\$957,210	\$1,930,481	101.68%	99.08%	99.48%	Edit
6301	TRANSPORTATION	\$728,516	\$788,800	8.27%	5.67%	6.07%	Edit
6302	BUS REPLACEMENT	\$176,600	\$232,800	31.82%	29.22%	29.62%	Edit



County Council Review Worksheet

County Council Review Worksheet

Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

State Growth Quotient:

2012 Pay 2013

2013 Pay 2014

2.63

0.00

County Growth Quotient:

1.40

0.00

Copy All Fund Data From Form 4B

**Submit by
September 1, 2015**

<input checked="" type="radio"/> Budget <input type="radio"/> Levy <input type="radio"/> Rate							
Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change, 2013-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$200,000	\$200,000	0.00%	-2.60%	-2.20%	Edit
0101	GENERAL	\$6,900,000	\$7,200,000	4.35%	1.75%	2.15%	Edit
0180	DEBT SERVICE	\$1,065,089	\$1,118,953	5.06%	2.46%	2.86%	Edit
1214	CAPITAL PROJECTS (School)	\$957,210	\$1,930,481	101.68%	99.08%	99.48%	Edit
6301	TRANSPORTATION	\$728,516	\$788,800	8.27%	5.67%	6.07%	Edit
6302	BUS REPLACEMENT	\$176,600	\$232,800	31.82%	29.22%	29.62%	Edit

Form Signature

NAME

Gavin Rossdale

TITLE

Clerk-Treasurer

SIGNATURE/PIN

....




DATE


SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



County Council Review- Output

INDIANA
for government units

An **Information for Indiana** Data Site 

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > **Unit Main Menu**

Selected Year: 2015 | Selected Unit: Jay County - 0000 Jay County

Unit Main Menu - 0000 Jay County

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks



Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, depts., debts by fund and rev. codes.



View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.



Submit Proof of Publication and Signed Form 4

View, upload and submit budget-related documents to DLGF.

County Specific Functions



Certificate of Net Assessed Valuations



CNAV Has Been Submitted

View, upload and submit certificate of Net AV to DLGF.



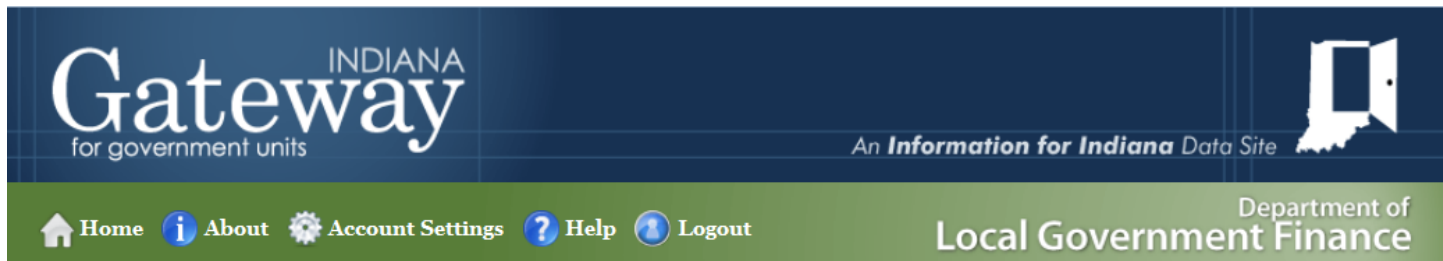
County Council Review Output

CCR/NBR Outputs for County Auditors.

**The County can view
submitted worksheets here**



County Council Review- Output



County Council Review Output

Data for Reports in the Form 4B format will be available **after September 2nd of the selected year.**

[View All Submitted County Council Review Worksheets](#)

~~View All Submitted Units' Form 4B's~~
The grouped report file can be requested from
gateway@dlgf.in.gov

**Click to
Download all
Submitted
Worksheets**

Unit Code	Unit Name	County Council Review	Form 4B
0694	BRYANT CIVIL TOWN	Click to View	Click to View
0450	DUNKIRK CIVIL CITY	Click to View	Click to View
0106	DUNKIRK PUBLIC LIBRARY	Click to View	Click to View
0002	GREENE TOWNSHIP	Click to View	Click to View
0003	JACKSON TOWNSHIP	Click to View	Click to View
0267	JAY COUNTY PUBLIC LIBRARY	Click to View	Click to View
3945	JAY COUNTY SCHOOL CORPORATION	Click to View	Click to View
0004	JEFFERSON TOWNSHIP	Click to View	Click to View

Printing before September 2 may result in missing worksheets



County Council Review- Output

Click the Export Icon and
Choose Desired Format

1 of 2 ? Find | Next

Prescribed by the Department of Local Government Finance

	2013 Pay 2014	2014 Pay 2015
State Growth Quotient:	2.60%	2.70%
County Growth Quotient:	2.50%	3.00%

County Average Total Proposed Budget Increase Percentage:

County Average Total Proposed Levy Increase Percentage:

County Council Review Worksheet Budget Year 2015

Export Options:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Name	2013 pay 2014 Certified NAV	2014 pay 2015 NAV Estimates	NAV % Change
	\$3,235,922	\$2,751,000	-14.99%
	\$3,235,922	\$2,751,000	-14.99%
STREET	\$3,235,922	\$2,751,000	-14.99%
E HIGHWAY	\$3,235,922	\$2,751,000	-14.99%
1301 PARK & RECREATION	\$3,235,922	\$2,751,000	-14.99%
2379 CUMULATIVE CAPITAL IMP (CIG TAX)	\$3,235,922	\$2,751,000	-14.99%

Budget							Levy						Tax Rate						2 F
Fund Code	Fund Name	2014 Certified Budget	2015 Proposed Budget	% Change, 2014-2015	Difference - State Growth Quotient	Difference - County Growth Quotient	2015 County Recommended Budget	2014 Certified Levy	2015 Proposed Levy	% Change, 2014-2015	Difference - State Growth Quotient	Difference - County Growth Quotient	2015 County Recommended Levy	2014 Certified Rate	2015 Proposed Rate	% Change, 2014-2015	Difference - State Growth Quotient	Difference - County Growth Quotient	2 F
0061	RAINY DAY	\$5,000	\$5,000	0.00%	-2.70%	-3.00%		\$	\$	-%	-%	-%		\$.0000	\$.0000	-%	-%	-%	
0101	GENERAL	\$23,181	\$23,181	0.00%	-2.70%	-3.00%		\$9,138	\$12,500	36.79%	34.09%	33.79%		\$.2824	\$.4544	60.91%	58.21%	57.91%	
0708	LOCAL ROAD & STREET	\$4,000	\$4,000	0.00%	-2.70%	-3.00%		\$	\$	-%	-%	-%		\$.0000	\$.0000	-%	-%	-%	
0708	MOTOR VEHICLE HIGHWAY	\$13,702	\$13,702	0.00%	-2.70%	-3.00%		\$10,999	\$10,500	-4.54%	-7.24%	-7.54%		\$.3399	\$.3817	12.30%	9.80%	9.30%	
1301	PARK & RECREATION	\$841	\$350	-58.38%	-61.08%	-61.38%		\$	\$	-%	-%	-%		\$.0000	\$.0000	-%	-%	-%	
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$1,000	\$1,000	0.00%	-2.70%	-3.00%		\$	\$	-%	-%	-%		\$.0000	\$.0000	-%	-%	-%	
	TOTAL	\$47,724	\$47,233	-1.03%	-3.73%	-4.03%		\$20,137	\$23,000	14.22%	11.52%	11.22%		\$.6223	\$.8361	34.36%	31.66%	31.36%	



Eligible Signatories (Check one)



Date

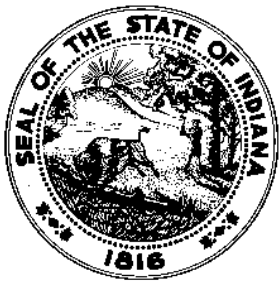


Budget Form 4

- Budget Form 4 – Adoption Ordinance/Resolution
 - Fiscal body adopts the Form 4, approving appropriations, tax levies, and tax rates.
 - Appropriations, tax levies, and tax rates for all funds must be listed.

Appropriations, Tax Levies, and Tax Rates should transfer from Line 1, 16, and 17 of the Form 4B.

- Adoption date should be the same as shown on Form 3.
- Attestation line applies only to counties, cities, and towns.



Budget Form 4

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Portland Civil City for the year ending December 31, 2015 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Portland Civil City, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].


Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption


Enter Information into Paragraph Above

Click to fill in paragraph values

Input Paragraph Information

Date of Adoption

Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body
 

Click "Update Record" when finished



Budget Form 4

Values pull from lines 1, 16, and 17 of the adopted column of Form 4B

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$150,000	\$0	0.0000
0101	GENERAL	\$3,492,334	\$1,567,800	0.8959
0706	LOCAL ROAD & STREET	\$29,250	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$992,385	\$808,884	0.4622
1301	PARK & RECREATION	\$295,300	\$224,701	0.1284
1380	PARK BOND	\$179,226	\$149,469	0.0854
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$150,000	\$87,500	0.0500

Home-Ruled Funds (Not Reviewed by DLGF)				
Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1024	9501	Local Option Income Tax Public Safety	\$0	Edit

Copy Home-Ruled Budgets from Form1

Home-rule fund budgets can be pulled from the adopted column of Form 1 or entered manually



Budget Form 4

Edit	Delete	Name				Signature
		James Dean	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
		Judy Garland	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
		Holly Johnson	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
+ADD <input type="text" value="Steve McQueen"/>						

Enter a voting board/council member and click “+ADD” to save. Repeat until all are added.

ATTEST			
Name	Title	Signature	
<input type="text" value="Letty Dorman"/>	<input type="text" value="Clerk-Treasurer"/>	_____	

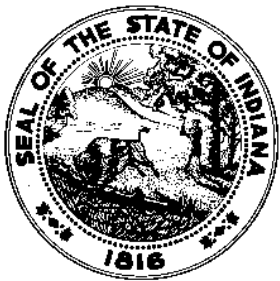
MAYOR ACTION (For City use only)			
Name	Approve <input type="checkbox"/>	Veto <input type="checkbox"/>	Date
<input type="text" value="Tristan Alexander Loudon"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Cities, Towns, and Counties must attest. Cities will also add their Mayor.

Save

<input checked="" type="checkbox"/> Ready to Submit
<small>This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.</small>

Review your Form 4 information and amounts and mark as 'Ready to Submit'



Budget Form 4: Exporting/Printing

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Local

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4**

Selected Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

[Click Here for Print/View Options](#)

[Print/View Form 4 in PDF Format](#)

Select Print/View in PDF

Print for adoption meeting

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 2 130% Find

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 4 (Rev. 2013)

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the **Portland City Common Council** that for the expenses of **PORTLAND CIVIL CITY** for the year ending December 31, **2015** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by



1782 Notice Recipients

1782 Notice Recipients

Use this form to register any recipients of this unit's 1782 notice e-mail.

Contact Name	Contact Email	Phone Number (Optional)	Action
Burt Reynolds	breynolds@email.com	(555) 123-4567	Edit Delete
<input type="text" value="Letty Dorman"/>	<input type="text" value="ldorman@email.com"/>	<input type="text" value="(555) 765-4321"/>	Add

Select [Add](#) to save



Form Signature

NAME

TITLE

SIGNATURE/PIN



DATE

Sign the form



Form signature values saved at 10:52 AM and 52 seconds.



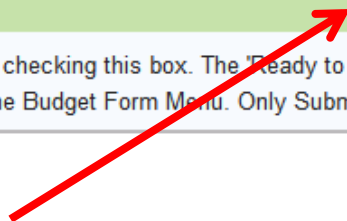
SIGN AND DATE FORM

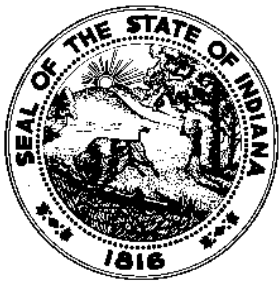


☒ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Mark as Ready to Submit






Signing/Submitting the Forms

[Select Unit](#) > [Unit Main Menu](#) > **Budget Form Menu**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.


Select from Available Forms

[Error Prevention Report](#)
 Click to review **common** errors.

[Budget Forms Flow Chart](#)
 Click to review

Current Year Financial Worksheet: Additional Calculations for Form 4B	✓
Debt Worksheet	✓
Form 1: Budget Estimate	✓
Form 2: Estimate of Miscellaneous Revenues	✓
Form 3: Notice to Taxpayers	✓
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	✓
Form 4A: Budget Report	✓
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	✓
1782 Recipients: Registration of 1782 Notice E-mail Recipients	⚠


 [Click to edit form](#)

 [Click to submit completed form to DLGF](#)

Click to Submit




Upload Budget Documents



INDIANA
Gateway
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Upload Budget Documents**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type:

Enter description for 'Other':

Enter a Description:

Select File to Upload: No file selected.

There are no files uploaded for this unit.

Select file type

Enter Description

Select browse to locate
your document



Upload Budget Documents

Select your file

Select "Open" to finalize your selection

Select "Upload File"

File Upload

Gateway Uploads

Search Gateway Uploads

Organize New folder

Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

Name	Date modified	Type	Size
Reduction Resolution.pdf	4/6/2015 10:05 AM	Adobe Acrobat D...	32 KB
Signed Form 4.pdf	4/29/2015 2:13 PM	Adobe Acrobat D...	167 KB

File name: Signed Form 4.pdf

All Files (*.*)

Open Cancel

Browse... No file selected.

Upload File


There are no files uploaded for this unit.

Publisher's Claim/Affidavit


Department of Finance



Upload Budget Documents



INDIANA
Gateway
for government units



An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Upload Budget Documents**

Selected Year: 2015 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type: Enter description for 'Other':

Enter a Description:

Select File to Upload:
 No file selected.

File Upload Successful

Please note: The Proof of Publication often consists of the Publisher's Claim/Affidavit and an attached newspaper clipping.

Successfully Submitted Documents



Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Form 4	Delete
Reduction Resolution.pdf	Approp. Reduction Ord./Res.	Reduction Resolution	Delete



QUESTIONS??



Gateway Resources

- User Guides
- Information Icons 
- **You** **Tube** Training Videos
www.youtube.com/user/DLGFgateway
- Email
- Call



Contact the Department

- Budget Field Representative:
[http://www.in.gov/dlgf/files/Field_Rep_Map
- Budget.pdf](http://www.in.gov/dlgf/files/Field_Rep_Map_Budget.pdf)
- Gateway: gateway@dlgf.in.gov
- Telephone: (317) 232-3777
- Toll Free: (888) 739-9826
- Website: www.in.gov/dlgf
- “Contact Us”: www.in.gov/dlgf/2338.htm